TRAINING OPPORTUNITIES

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Harassment Prevention Training	$0*	KS Human Rights Commission (KHRC) - **Visit online** at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self- Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit **KANSAS TRAIN** at https://www.train.org/ks/, register/login, & look up by Course ID#	Online	All Employees	New Employee Orientation: Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. Successfully Dealing with Challenging Customers: This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	$0*	KS Department of Administration (KDoA) - **Visit online** at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.
On-going Self-Paced	FMLA Training for Employees	$0*	KS Department of Administration (KDoA) - **Visit online** at: http://da.ks.gov/ps/training/employeefmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.

On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	$0*	KS Department of Health & Environment (KDHE) - Visit **KANSAS TRAIN** at https://www.train.org/ks/, register/login, & look up by Course ID#	Online	All Employees	HIPAA Awareness: After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. HIPAA: Allowable Disclosures & Safeguards: After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. HIPAA: Right to Access & Documentation: After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	$0*	KS Human Rights Commission (KHRC) - **Ruth Glover** at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	$0*	KS Historical Society (KSHS) - **Megan Rohleder** at: Megan.Rohleder@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	$0*	KS Historical Society (KSHS) - **Megan Rohleder** at: Megan.Rohleder@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.

On-going Self-Paced	State Library - LearningExpress Library	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. **Visit** http://kslib.info/LEL & **register** for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. **Visit** http://kslib.info/uclass & **register** for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	$0*	Employee Assistance Program (KDHE) - **Lucas Dudgeon** at: Lucas.Dudgeon@ks.gov	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. **Call** 1.888.275.1205 Option 1 or **go online** at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

November 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/14/2019 - 1:00 PM to 4:45 PM	***FEATURED*** Active Listening & De-escalation (ID: 1082362)	$0	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	The majority of the time listening is just hearing & listening is not the time waiting for someone to quit talking so you can say something before you forget it. Active listening is used in counseling, negotiations, conflict resolution & training. Active listening is not a technique that happens effortlessly. It requires the full attention of the listener so they may be able to understand, respond & remember what is being said. It require the listener to remain neutral & unbiased. This course will assist in an understanding of feelings & views of the individual & assist in drawing out information that would normally not be shared.
11/4/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.
11/5/2019- 11/7/2019 - 8:30 AM to 4:30 PM	Leadership Basics	$0*	KS Department of Transportation (KDOT) - Andreana Albot at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	Supervisors	This three day course allows for new supervisors & up-and-coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organizations. This class demonstrates that leadership & the process of developing our own leadership abilities & those of others, is often a collection of experiences, courses, trainings & skills.
11/6/2019 - 9:00 AM to 3:00 PM	Learning to Lead	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 509	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.
11/13/2019 - 8:00 AM to 11:00 AM	Building Better Workplace Relationships	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course examines the importance of having good relationships with those you work with & how to strengthen the relationships of those people that don't naturally get along with one another. This is important to the morale & productivity in our workgroups since we spend more waking hours with the people that we work then we do with the people we live with.

Date/Time	Course	Cost	Sponsor/Registration	Location	Audience	Description
11/13/2019-11/14/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Participants will normalize tables, set table relationships & implement referential integrity between related tables. Participants will also create a Lookup list field, modify Lookup field properties & use a subdatasheet to add data to related tables. In addition, participants will also create join queries, create calculated fields in a query, use queries to view summarized & group data, add unbound controls, graphics, calculated fields & a combo box to a form.
11/13/2019 - 1:00 PM to 4:00 PM	Juggling Elephants	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	Do you feel like the circus is running you instead of you running your circus? Does it seem like the performers in your circus are less than enthusiastic about being a part of your lineup? If so, it's time for you to stop juggling elephants. In this humorous & though-provoking message, we offer a unique perspective on the struggle to "get is all done" & some of the less-obvious reasons behind this universal problem.
11/13/2019 - 3:00 PM to 4:00 PM	Stress: A Way of Life or a Fact of Life	$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register **online** at: https://register.gotowebinar.com/register/750685363924551939	Online	All Employees	All aspects of work & life require stress - everyone experiences it. Experiencing stress is not all bad, but how we perceive stress is what's important. Stress is our body's normal response to any extra physical, mental or emotional demand we place on it. This workshop will help you to understand more about stress, identify your stressors & learn ways to cope with & manage high stress levels.
11/14/2019 - 8:15 AM to 11:45 AM	Active Listening & De-escalation (ID: 1082362)	$0	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	The majority of the time listening is just hearing & listening is not the time waiting for someone to quit talking so you can say something before you forget it. Active listening is used in counseling, negotiations, conflict resolution & training. Active listening is not a technique that happens effortlessly. It requires the full attention of the listener so they may be able to understand, respond & remember what is being said. It require the listener to remain neutral & unbiased. This course will assist in an understanding of feelings & views of the individual & assist in drawing out information that would normally not be shared.
11/14/2019 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) - Register **online** at: https://www.surveymonkey.com/r/PMPNov14	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
11/14/2019 - 9:00 AM to 4:00 PM	On Second Thought	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course helps participants to learn, understand & apply critical thinking skills to improve the quality of decisions they make in their work & life. In the complex & ever-changing work of public service, employees must be able to deal with problems systematically, rationally & creatively. Quality decision making matters.

Date/Time	Course	Cost	Sponsor/Registration	Location	Audience	Description
11/15/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.
11/19/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will explore the Word environment. Create, save, close documents & use the Help system. Participants will navigate in a document, use some of Words automated tasks, basic editing techniques, the Undo & Redo commands. Participants will also select, copy & move text and use the Find & Replace commands to modify document text. Participants will also change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists & by setting paragraph indents & line spacing.
11/19/2019- 11/20/2019 - 8:30 AM to 3:30 PM	Adobe Pro with Forms	$80	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will create PDF documents, convert to different formats, customize settings, edit documents & add bookmarks. Participants will also create interactive forms, import & export form data and print & batch process PDF documents.
11/20/2019 - 8:30 AM to 4:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will identify the main components of the Excel window & an Excel workbook. Participants will use the help feature, format text, numbers, data rows and columns and create sum, average, min, max & count functions using AutoSum. Participants will also create formulas that add, multiply & divide, insert & format charts, preview & control page set-up options and print a worksheet & a specific area of a worksheet.
11/20/2019 - 10:30 AM to 11:30 AM	Developing Creativity	$0*	KS Department of Administration (KDoA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/DevelopingCreativity	Landon State Office Building, Conference Room 509	All Employees	In today's increasingly competitive business climate, there is a need for continuous innovation and value-added solutions. Individuals and organizations alike are discovering that new ideas have become the global currency of the future. Unfortunately though, as adults, we often limit our thinking and problem solving to fit known patterns and solutions by creating boundaries around our problems and circumstances. Enhancing our creativity can help us break through these boundaries.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/21/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Participants will learn to how to configure an e-mail account, read, create and send messages & work will file attachments. Participants will also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the Calendar & manage their Outlook folders.
11/22/2019 - 8:30 AM to 11:30 AM	Kansas Active Shooter Mitigation - KASM (ID: 1080936)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives.
11/25/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

December 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/3/2019 - 8:30 AM to 11:30 AM	The 5 Waves of Trust	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, Auditorium A, 4th Floor	All Employees	Great leaders don't dictate, they influence. Influence comes from a leader's ability to engender credibility & inspire people to both believe them & believe in them. 8 videos embedded in the PowerPoint create a trustworthy leaders for whom team members readily volunteer their best efforts. This course is based in the premise that there are 5 layers of trust in the workplace to which leaders must be attuned: Self Trust, Relationship Trust, Organizational Trust Market Trust & Societal Trust. Upon completion, participants will be able to describe how great leaders influence others by engendering credibility, explain the "Speed of Trust" & apply the 5 Waves of Trust to the workplace culture.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
12/3/2019 - 1:00 PM to 4:00 PM	Respect for People	$0	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, Auditorium A, 4th Floor	All Employees	This course helps managers, supervisors, lead workers and front-line workers looking to develop their understanding as to why it is important to respect each other for the success of the organization and each other. Upon completion, participants will be able to create awareness of respect for people in the workplace, recognize actions that exemplify & demonstrate respect, know how to resolve issues of disrespectful behaviors & recognize individual responsibilities for creating a respectful workplace.
12/3/2019- 12/4/2019 - 8:30 AM to 3:30 PM	Access 2016 Level 3	$80	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will use SQL statements & examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button. Participants will create cross tab queries to summarize grouped data, create parameter queries to view results based on specified criteria and create action queries to add, delete & modify data in tables and create new tables. Participants will also create/run macros to automate tasks and attach macros to the events of database objects, create data validation, data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, create macros to import/export database objects. Upon completion of this course, participants will know how to import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database and export/import XML documents.
12/3/2019- 12/4/2019 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	$270	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports.
12/4/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.
12/4/2019 - 10:30 AM to 11:30 AM	Effective Communication	$0*	KS Department of Administration (KDoA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/Effective Communication2019	Landon State Office Building, Conference Room 509	All Employees	Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions.

Date/Time	Course	Cost	Contact	Location	Audience	Description
12/5/2019 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches participants how to create, modify, format, build and run PowerPoint slideshows, as well as use WordArt, AutoShapes, ClipArt & graphic objects. Participants will learn about the toolbars, use the clipboard task pane & create tables using tabs. Participants will also learn to use the Slide transition task pane.
12/6/2019 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time & location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
12/10/2019- 12/11/2019 - 8:30 AM to 3:30 PM	SQL Fundamentals	$80	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is a basic introduction to SQL. Participants will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon completion of this course participants will receive a certificate.
12/10/2019- 12/11/2019 - 8:30 AM to 3:30 PM	Visio Basics	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is for participants with little to zero Visio experience. Participants will learn to navigate in a file, work with stencils, select & resize objects, draw & reshape objects, plan a flowchart and create a simple organizational chart. Participants will also format text & text blocks, create network, rack & brainstorm diagrams and use print features.
12/12/2019 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. Participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.

Date/Time	Course	Cost	Contact	Location	Audience	Description
12/12/2019 - 10:00 AM to 12:00 PM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	District 4 Chanute, KS	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. Participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.
12/12/2019 - 8:30 AM to 3:30 PM	ArcGIS Online	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	What is ArcGIS Online? It's accessing online & adding data. In this course participants will create a web map & analysis data, share data, use an existing map and get to know the mapping functions. Participants will also use the drawing order, legend formatting, Basemap, add layers, change style, analyze, save & share.
12/17/2019 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail.
12/17/2019- 12/19/2019 - 8:30 AM to 3:30 PM	MicroStation	$170	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.
12/17/2019 - 3:00 PM to 4:00 PM	Managing Holiday Stress	$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register **online** at: https://register.gotowebinar.com/register/6779921146508670467	Online	All Employees	The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals & gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance & keeping stress from overwhelming you are keys to an enjoyable holiday season. This workshop provides an overview of common stressors people encounter during the holidays & offers "stress buster" tips to help you get the most possible enjoyment out of the season.

12/18/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will go over how to create and format sections in a document, create multiple columns & sort text in columns. Participants will work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table, import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Participants will also create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails, create & manipulate Headers & Footers, working with Styles, creating labels & envelopes and work with Graphics Revisions in a document.
12/18/2019 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
12/19/2019 - 8:30 AM to 11:30 AM	Please Respect My Generation	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course discusses the major dynamics affecting the workplace today by introducing participants to the five generations of the workplace. This training introduces leaders to a practical approach in handling the sticky situations that arise from generational gaps. Participants will gain a better understanding of why each of the five generations perform the way they do.
12/19/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane, create groups, shortcuts & address books, customize email options, set alerts & use voting buttons. Participants will also use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar, use categories, rules & automatic Reply messages, use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders), create, delete and use public folders & learn to post and delete items within public folders.
12/19/2019 - 1:00 PM to 4:00 PM	Oh Snap, You Did Exactly What I Told You To Do	$0*	KS Department of Transportation (KDOT) - **Andreana Albot** at: Andreana.Albot@ks.gov	Eisenhower State Office Building, East Tower Conference Room	All Employees	This course examines communication practices in the workplace, how they impact an organization's vision, mission & values. Participants will explore four types of communication barriers & the sender/receiver roles in the transfer of information. Hands on activities in this course will help engage that visual, auditory & kinesthetic learner to better understand communication & employee performance.
12/20/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.